

24 July 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 53-53

SUBJECT: Form No. 37-169, Medical Action Request and Report

*Revised 20 Oct 53 (Following)*

1. Effective immediately, Form No. 37-169, Medical Action Request and Report, will replace Form No. 37-115, Request for Physical Examination, and Form No. 37-32, Report of Physical Qualifications.

2. The following procedures will govern the use of Form No. 37-169, Medical Action Request and Report:

a. Request for Physical Examinations by the Transactions and Records Division:

(1) Whenever the Transactions and Records Division requests a physical examination during EOD processing, items 1 through 9 will be completed prior to forwarding Form No. 37-169 to the Medical Office.

(2) In each case, Form No. 37-169 will be prepared by the Transactions and Records Division and forwarded to the Medical Office in duplicate in a sealed envelope carried by the individual being examined.

b. Preliminary Report of Physical Examination:

(1) Upon completion of an individual's physical examination, the Medical Office will complete section III (Preliminary Report of Physical Examination) of Form No. 37-169 and will have the examinee hand-carry this section to T&RD as an indication that the examination has been completed.

(2) Section III (Preliminary Report of Physical Examination) of Form No. 37-169, will be held by T&RD as a suspense record pending receipt of the completed section II (Report of Medical Evaluation). In addition, section III of the subject form will indicate, from a medical standpoint, whether EOD processing is to be continued.

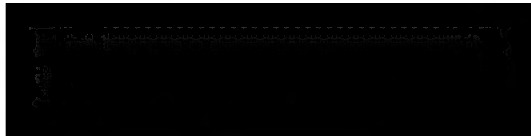
c. Report of Medical Evaluation:

(1) When the Medical Office has completed overall evaluation of the results of a physical examination, section II (Report of Medical Evaluation) of Form No. 37-169 will be completed and returned to the Transactions and Records Division as the final report of medical evaluation for the individual concerned.

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(2) The Transactions and Records Division will incorporate the completed section II of Form No. 37-169 into the official personnel folder as a permanent record of the individual's physical qualifications.

(3) Receipt of the completed section II (Report of Medical Evaluation) by T&RD will authorize destruction of section III (Preliminary Report of Physical Examination) which will have acted as a suspense record as provided in section 2b of this memorandum.



GEORGE E. MELOON  
Personnel Director

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